

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: STAFF SERVICES MANAGER I	Branch/Division/Bureau: ENFORCEMENT BRANCH
Working Title: Manager	Office/Unit/Section/Geographic Location: Headquarters/Business Services Unit//SACRAMENTO (DEL PASO)
Position Number (13 Digit): 413-189-4800-005	Conflict of Interest Position: YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the direction of the Staff Services Manager II, Enforcement Branch Headquarters Support Services, the incumbent provides first line supervision of Enforcement Branch Headquarters staff of the Business Services Unit. Responsible for directing day-to-day operations and providing strategic direction in the areas of budgeting, accounting, expenditure and encumbrance tracking, fiscal management, reporting, policy and procedures, procurement management, and facility management. Plans, manages, directs, assigns projects and establishes priorities for the Business Services Unit areas. The incumbent conducts and/or reviews analytical studies and surveys; formulates procedures, policies, and program alternatives; and makes recommendations on administrative and program related problems. The incumbent may also act on the behalf of the Staff Services Manager II Enforcement Branch Support Services in his/her absence. Some travel may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.).

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS*

30% The incumbent is responsible for managing the Budget operations for the Enforcement Branch. To ensure the Enforcement Branch stays within its budget, receives appropriate funding to achieve its mission, and follows policies and procedures. The incumbent manages the support of the Enforcement Branch Workers' Compensation, Automobile, Property and Casualty, Disability and Healthcare, and Life and Annuity programs, and Fraud and Investigation Divisions' budgets. Maintains and monitors monthly budget and accounting expenditures and encumbrances for executive management. Provides recommendations to executive management regarding

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budgetary realignment and cost-saving measures. Manages the preparation of out-of-state/out-of-country travel blanket requests. Coordinates, prepares, and reviews budget concepts and Budget Change Proposals (BCP) for the Enforcement Branch. Assists Branch management and program staff in developing, preparing and implementing BCPs. Develops, administers, and monitors contracts, interagency agreements, service authorizations, and maintenance and repair agreements. Prepares and presents recommendations on control mechanisms, cost accounts, and alternatives to program and Enforcement Branch management. Provides information and makes recommendations on budget and accounting information and projections to the Enforcement Branch management, California Department of Insurance (CDI) program areas, and/or Enforcement Branch staff. Serves as the Enforcement Branch liaison with CDI program in the areas of, the Budget, Accounting, Administrative Systems, and Business Management offices in assisting with the more complex budget and accounting processes.

- 25% The Business Services Unit includes three Associate Governmental Program Analysts and two Staff Services Analysts. The incumbent is responsible for overseeing the staff and the unit's workload. To maintain or increase the morale, productivity, and accuracy of this unit, the incumbent: Plans, organizes, and directs the work of analytical staff in Business Services Unit, which provides program-specific analytical and logistical support to the Enforcement Branch investigative and Regional Office operation programs. Writes goals, sets standards, and determines priorities. Evaluates staff performance and completes performance related documentation in a timely manner. Reviews work plans, determines schedules, and assigns work. Supervises and motivates employees and reviews and edits written reports and work assignments. Prepares, recommends, and implements improved work processes and procedures. Ensures staff efficiently and effectively performs tasks related to the policies and procedures outlined in the Enforcement Branch Policy and Procedure Manual (Lexipol). Identifies the need for implementation of new policies and procedures related to the Business Services Unit areas. Recommends, revises, and maintains policy and desk procedures, alternatives, and recommendations on issues directly related to the Business Services Unit areas. Reviews monthly timekeeping, including vacation and absence requests. Ensures equitable and timely employee appraisals. Administers staff disciplinary procedures. Identifies staff training needs. Ensures equal employment opportunity and enforcement of labor contracts.
- 15% The incumbent is responsible for managing the Procurement operations for the Enforcement Branch. Manages, directs, and organizes the work of the staff assigned to procure, purchase major and minor equipment, and purchase vehicles. Oversees all procurement functions to ensure that the Enforcement Branch conforms to established departmental procurement and business services processes, as well as Department of General Service's State Administrative Manual, and Purchasing Administrative Manual policies.
- 15% Oversees contact of building maintenance on facility issues related to the Enforcement Branch Headquarters, Fraud and Investigation Divisions' Regional Offices or the

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grounds. Has primary Branch responsibility for coordination of Enforcement Branch Headquarters and Regional Offices relocations and remodels as necessary.

- 10% Resolves the more complex governmental and managerial problems. Personally completes the most difficult, confidential, and sensitive work for the Branch management. Develops and evaluates alternatives, analyzes data, and presents recommendations on administrative and program related issues. Prepares monthly and annual statistical reports. Responds to audit observations of the internal control review of Business Services Unit areas to the Enforcement Branch.

MARGINAL FUNCTIONS

- 5% Conducts special projects and formulates procedures, policies, and program alternatives.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be able to work in a law enforcement environment that includes the presence of firearms
- Must be able to work in a high-rise building
- Frequent sitting is required

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature _____ Date _____

Printed Name _____